



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY GARRISON
1386 TROOP ROW SW
FORT MCPHERSON GEORGIA 30330-1069

REPLY TO
ATTENTION OF:

IMSE-MPH-ZA

20 September 2005

**MEMORANDUM FOR COMMANDERS/DIRECTORS/CHIEFS, FORT MCPHERSON
AND FORT GILLEM STAFF ELEMENTS**

SUBJECT: Installation Parking Policy

1. **PURPOSE.** This policy provides references, and sets forth guidance that is directive in nature regarding parking on Fort McPherson and Fort Gillem.

2. REFERENCES.

- a. Army Regulation 190-5, Motor Vehicle Traffic Supervision, 8 Jul 88.
- b. Fort McPherson Regulation 210-5, Installation Regulation Policy and Procedures, 1 Oct 04.
- c. Americans with Disabilities Act.

3. SCOPE AND ENFORCEMENT.

a. This policy applies to all military and civilian personnel who perform duties, reside, and/or utilize the facilities at Forts McPherson (FTM) and Gillem (FTG). All military and civilian personnel will familiarize themselves thoroughly with the provisions of this regulation. This policy supersedes the provisions of Fort McPherson Regulation 210-5, paragraph 3-14.

b. Certain provisions of this policy are punitive and are identified as such. These punitive provisions apply to all military personnel regardless of armed force or component who are assigned, attached, or who enter FTM/FTG.

(1) Military personnel who fail to comply with the provisions of this regulation may be subject to disciplinary action under the Uniform Code of Military Justice.

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(2) Military family members, DA Civilian employees, contractor personnel, and all other persons who fail to comply with the provisions of this policy will be subject to the following administrative sanctions:

(a) Violators of parking regulations that are a Traffic Offense (parking in a handicapped space, loading zone, fire lane, etc) may receive a ticket that is punishable under the Federal Magistrate system. The procedures of that court and the installation will be followed.

(b) Violators who have committed a lesser offense that is not subject to the Magistrate system (parking in a reserved space) may still be issued a DD 1408 by the FTM/FTG Police, building manager or their designee, and a copy forwarded through the chain of command to the offending person's supervisor for corrective action. Repeated violations may result in a suspension and/or revocation of installation driving privileges IAW AR 190-5.

4. DEFINITIONS.

a. Building Parking Manager (BPM). The person designated by the agency, organization, and/or unit commander, director, or senior building occupant to be responsible for the management of assigned parking areas.

b. Car Pool. A group of at least two government employees who use one vehicle to commute to their place of duty/work on FTM/FTG.

c. Installation. Use of this term is meant to include both Fort McPherson and Fort Gillem.

d. Installation Commander. Refers to the Commander, US Army Garrison, Forts McPherson and Gillem.

e. Authorized Parking Space. A parking space that is marked on the pavement, on improved areas (concrete or asphalt) by two white lines (one for each side of the vehicle) approximately eight feet across. Parking may be permitted on unimproved surfaces (graveled areas) as long as traffic flow is not impeded or parking does not cause a safety hazard.

f. Reserved Parking Space. A parking space that is designated for a specific position or category of person. Parking spaces reserved for visitors, customers, and handicapped persons may be limited by time. Refer to paragraph 6c wherein this is specified.

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5. RESPONSIBILITIES.

a. The Installation Commander (IC) maintains overall responsibility for parking areas on the installation.

b. Director of Emergency Services / Installation Provost Marshal (PM).

(1) Overall responsible for the enforcement of traffic and parking regulations on the installation. Primarily responsible for the enforcement of this policy within common use areas and facilities (i.e. Commissary/PX, Fitness Center, etc.), and housing areas.

(2) Issue carpool permits to designated building managers. Issue of permits to participants of organizational car pool programs will be the responsibility of the building manager.

(3) Responsible for the operation and enforcement of the long term parking lot.

(4) The PM is authorized to alter or direct changes in any parking area plans for the purpose of promoting safety, regulating the flow of traffic, or providing emergency or temporary parking for special events.

c. Director of Public Works (DPW).

(1) Conduct installation parking surveys as necessary.

(2) Construct and emplace reserved parking signs as requested by BPMs and approved by the DES.

d. Commanders, Directors, Senior Building Occupants (SBO). Designate a BPM to serve as the person responsible for all parking matters within their area of responsibility. Provide a copy of the assignment orders to the PM.

e. Building Parking Managers.

(1) Overall responsible for the designation, assignment, and enforcement of reserved parking spaces within assigned parking areas, in accordance with (IAW) the provisions of this policy.

(2) Coordinate special event exceptions to this policy with the PM through the Directorate of Plans, Training, Mobilization, and Security (DPTMS) no later than 2 weeks in advance of the event. Ensure special event attendees are notified of parking policies.

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(3) Designate sufficient handicapped parking spaces within assigned areas IAW the Americans with Disabilities Act.

(4) Ensure adequate parking spaces are available to support visitor and/or customer requirements.

f. Director of Morale, Welfare, and Recreation (MWFR). Responsible for the operation and enforcement of the recreational vehicle (RV) parking lot.

g. Director of Plans, Training, Mobilization and Security (DPTMS). Coordinate special event parking lot closures with appropriate BPMs and the PM no later than 2 weeks in advance of the event.

6. GENERAL.

a. Prohibited Parking. Parking or stopping in any of the following places, except when directed by a traffic order or device, is prohibited. Violations may result in citation, loss of driving privileges, and/or the vehicle being towed at owner's expense.

(1) Sidewalks.

(2) In front of driveways.

(3) Crosswalks or crosshatch and yellow painted areas.

(4) Within 15 feet of a fire hydrant, marked or unmarked.

(5) Within 20 feet of a crosswalk.

(6) Lawns or seeded areas.

(7) In front of refuse dumpsters.

(8) Alongside any vehicle (double parking) except in angle parking where permitted.

(9) In or along service driveways.

(10) Within 50 feet of any railroad crossing, except when loading or unloading railroad cars.

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- (11) Near a mailbox in family housing areas in a manner which inhibits mail delivery.
 - (12) Designated handicapped areas without proper documentation.
 - (13) In front of an emergency exit door of any public place.
 - (14) Any other location in which the vehicle interferes with the orderly flow of traffic, creates a safety hazard to other roadway users or the general public, or interferes with street cleaning, snow removal operations, or emergency operations during natural disaster, fire, or cleanup.
 - (15) Within 20 feet of the driveway entrance to any fire station, or on the side of a street opposite the entrance to any fire station within 75 feet of the entrance.
 - (16) Within 30 feet upon the approach to any flashing signal, stop sign, or yield sign.
- b. Housing Areas.
- (1) Parking in housing areas is permitted only in designated parking spaces except when loading and unloading.
 - (2) Visitor parking in the housing area is reserved for guests of quarters' occupants. Parking spaces are available on a first-come, first-serve basis.
 - (3) Visitor parking will not be used to park campers, trailers, boats, oversized vehicles, or any other kind of RV.
- c. Reserved Parking.
- (1) Reserved parking plans must be approved by the PM to ensure that limits on reserved parking are not exceeded. Plans will be submitted in memorandum format, and include a diagram of the applicable parking lot depicting the location of the parking spaces the user is requesting to be reserved.
 - (2) The total number of reserved parking spaces on each installation will not exceed 5% of the total spaces on that installation (handicapped parking excluded).

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(3) The number of reserved parking spaces in any given parking lot will not exceed 10% of the total spaces in that lot, unless otherwise approved by the PM, except as noted below:

- (a) Post Exchange (both installations). Parking lot is reserved for customers and employees, with the exception of the Lemon Lot area located at the FTG store. Customer parking is limited to 2 hours.
- (b) Commissary (both installations). Parking lot is reserved for customers and employees, with the exception of the northern and western most perimeter rows of the FTM Commissary parking lot, which are open parking. Customer parking is limited to 2 hours.
- (c) One-Stop (FTM Bldg 181). Parking area to the north is reserved for customers. Customer parking is limited to 2 hours.
- (d) Lawrence Joel Army Health Clinic (FTM Bldg 125). Parking lot is reserved for customers and employees.
- (e) Military Police Station. Parking areas to the immediate east and west of FTM bldg. 101, and south of FTM bldg. 102 are reserved for Military Police duty vehicles, Provost Marshal Office employees, and Safety Office employees. Parking areas to the west of FTM bldg. 102 are reserved for customers. Customer parking is limited to 1 hour.
- (f) Fire Station. Parking areas to the immediate north of FTM bldg. 106 and immediate north of FTG bldg. 105 are reserved for Fire Department duty vehicles and employees.
- (g) Library (FTM Bldg 250). Parking spaces to the immediate north (row adjacent to building) are reserved for customers and employees where marked. Customer parking is limited to 2 hours.
- (h) Youth Center/Bowling Alley (FTM Bldgs 400/401). Parking lot to the east of bldg. 401 is reserved for customers and employees.
- (i) The Commons (FTM Bldg 650). Parking areas to the north and south are reserved for customers.
- (j) Getaway Club (FTG Bldg 132). Parking spaces adjacent to the south side of club are reserved for customers.

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- (k) Fitness Center/Gym (both installations). Parking lot is reserved for customers. Customer parking is limited to 2 hours.
- (l) Military Clothing Sales (FTM Bldg 380). Parking lot is reserved for customers and employees. Customer parking is limited to 1 hour.
- (m) Visitor's Center (FTM Bldg 312). Parking lot is reserved for customers and bldg. 312 personnel. Customer parking is limited to 30 minutes.
- (n) Staff Judge Advocate (FTM Bldg 41). Parking lot is reserved for customers and employees. Customer parking is limited to 2 hours.
- (o) Child Development Center (FTM Bldg 514). Parking lot is reserved for customers and employees, with the exception of the spaces reserved quarter's occupants (bldg 515).
- (p) CID/SERO (FTM Bldgs 100/171). Parking lot north of FTM bldg. 100 reserved for CID and SERO employees and duty vehicles as marked.
- (q) Veterinary Clinic (FTM Bldg. 104). Parking areas west and east of FTM bldg. 104 reserved for Veterinary Clinic and Union employees and customers.
- (4) As a general rule, a single reserved space may be authorized for each General Officer, Commander, Command Sergeant Major/Sergeant Major, First Sergeant, Director, and Senior Executive Service position. The BPM may designate reserved spaces for other persons/positions, as long as the number of reserved parking spaces in any given parking lot does not exceed 10% of the total spaces.
- (5) A single parking space may be reserved at common use facilities such as the Commissary and PX for each of the following categories of personnel.
 - (a) NCO of the Quarter/Year. Can be used by the current quarter winner or the annual winner.
 - (b) Soldier of the Quarter/Year. Can be used by the current quarter winner or the annual winner.
 - (c) Any General Officer. Use is on a first-come, first-serve basis.

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(6) General Service Administration (GSA) vehicles, with the exception of emergency vehicles, will be parked in the parking lot located at the corner of Walker and Dietz (east of bldg. 143). Parking spaces in unitorganization parking areas may be reserved for GSA vehicles, but the spaces will count against the 10% limit.

(7) Parking spaces not marked as reserved, or otherwise designated in paragraph 6c(3) above are open for the general public on a first-come, first-serve basis.

d. Car Pool Parking.

(1) The BPM may designate spaces reserved for car pool participants, but the spaces will count against the 10% limit.

(2) Car pool permits will be maintained by the PM and issued to BPMs upon formal request. Issue of permits to participants, and enforcement of car pool spaces is the responsibility of the BPM.

(3) Permits are limited to one per designated car pool parking space. In order to obtain car pool permits, BPMs must submit a formal request in memorandum format, and include a diagram depicting the location of the car pool spaces.

e. Long Term Parking.

(1) The installation long term parking lot is located in the parking area east of FTM Bldg. 370 (Auto Craft Shop). Long term parking is available for DoD ID card holders only. Personnel wishing to park their vehicles in this lot must obtain a long term parking permit from the FTM MP Desk.

(2) Parking spaces in unitorganization parking areas may be reserved for TDY parking, but will count against the 10% limit. Personnel with an assigned parking space (by name/position) may utilize their space for long term parking.


(3) Vehicles not displaying a permit, or left parked for 72 hours or more in an unauthorized area will be considered abandoned and towed at owner's expense.

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f. Recreational Vehicle Parking. The installation RV parking lot is located on FTG at the intersection of South 11th Street and South Z Avenue. The RV parking lot is available for DoD ID card holders only. Personnel wishing to park their vehicles in this lot must obtain a parking permit from MWR. Vehicles not displaying a permit may be towed at owner's expense.

7. The proponent for this policy is the Directorate of Emergency Services.


ANGELA M. MANOS
Colonel, MP
Commanding